



Tips for a Successful Interview

As recruiters, we participate in hundreds of interviews every year. Here are some friendly reminders to help you prepare for your interview.

1. Be prepared. Review the job description before the interview and think of relevant examples of where and when you have done the tasks.
2. Know your resume.
3. Turn off your cell phone.
4. If you don't understand a question, ask for clarification.
5. Be specific – describe where and when you have done the task being discussed.
6. Be concise – avoid long-winded answers to questions.
7. Be yourself – try not to appear rehearsed.
8. When describing your previous roles, use “I” instead of “we” to highlight hands-on experience.
9. Sell yourself. Beyond demonstrating that you have competently completed a task before, be prepared to talk about your relevant accomplishments and, if you feel that you would be the best fit for the role, convey why.
10. Be positive about why you left your last employer.
11. Understand the role for which you are interviewing.
12. Research the company. Be aware of what the company does and the market in which it operates.
13. Practice answering common interview questions, such as ‘What are your strengths?’ and ‘What are your weaknesses?’ Be honest, but positive.
14. Show enthusiasm and, if you want the job, communicate that you want the job during the interview.
15. At the end of an interview, ask only relevant questions that may influence your interest in the role. If no such questions come to mind, it is far better to conclude the interview without asking an irrelevant question.
16. Call Lannick Contract after your interview – feedback is important.

If you have any questions about preparing for an interview, please contact your Senior Recruiter at Lannick Contract. He or she would be happy to help you.

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